

**ATTACHMENT**  
**Billings Logan International Airport ATCT and Base Building**  
**JANITORIAL FREQUENCY SCHEDULE**

		<b>Required Cleaning Days:</b>
	<b>REQUIREMENT:</b>	<b>FREQUENCY:</b>
	<b>ADMINISTRATIVE AREAS</b>	
1	Empty Trash	3 days per week
2a	Vacuum Carpets	2 days per week
2a	Steam Clean Carpet	1st day of Spring and Fall
2b,c,d	Sweep, Mop and Wax Floors	2 days per week
3	Low Cleaning	2 days per week
4	High Cleaning	2 days per week
5	Furniture	2 days per week
6	Restrooms	3 days per week
7	Glass Doors and Mirrors	2 days per week
7	All Other Glass and Mini Blinds	1 <sup>st</sup> day of Winter, Spring, Summer and Fall
8	Refrigerator	2 days per week
9	Microwaves & Oven/Range	2 days per week
10	Counters, Sinks and Fixtures	2 days per week
11	Elevator	2 days per week
12	Stairwell	1 day per week
13	Lights	As needed
	<b>MECHANICAL AREAS</b>	
1	Empty Trash	1 day every other week
2	Dusting	1 day every other week
3	Wipe Down	1 day every other week
4	Sweep and vacuum	1 day every other week
5	Mop and Wax Floor	1 day every other week
	<b>AIR TRAFFIC AREAS</b>	
1, 2	ATCT Tower and TRACON Consoles	2 days per week
3	Interior ATCT Cab Glass	2 days per week
3	Exterior ATCT Cab Glass	1 day per month
4	ATCT Cab Blinds	1 day per week

**\*\*SPECIAL CLEANING REQUIREMENT: Tower Cab cleaning must be coordinated with the local Air Traffic Manager.**

**ATTACHMENT #2**  
**QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)**

<b>REQUIRED SERVICE</b>	<b>PERFORMANCE STANDARD</b>	<b>ALLOWABLE DEVIATION (per month)</b>	<b>METHOD OF SURVEILLANCE</b>	<b>MAXIMUM DEDUCTION FOR DEVIATION</b>
Remove Waste	Accomplish per specifications and frequency schedule	5 defects	Random Sampling	6%
Wash Waste Containers	Accomplish per specifications and frequency schedule	None	Random Sampling	2%
Low Cleaning	Accomplish per specifications and frequency schedule	5 defects	Random Sampling	5%
High Cleaning	Accomplish per specifications and frequency schedule	5 defects	Random Sampling	5%
Spot Clean Woodwork, Walls, and Partitions	Accomplish per specifications and frequency schedule	5 defects	Random Sampling	5%
Clean Light Fixtures	Accomplish per specifications and frequency schedule	None	Random Sampling	3%
Sweep Floors, Hallways, and Stairs	Accomplish per specifications and frequency schedule	3% of area swept	Random Sampling	5%
Floor Maintenance	Accomplish per specifications and frequency schedule	3% of area maintained	Random Sampling	8%
Mop Floors	Accomplish per specifications and frequency schedule	3% of area mopped	Random Sampling	6%
Vacuum Carpet	Accomplish per specifications and frequency schedule	3% of carpeted area	Random Sampling	6%
Shampoo Carpet	Accomplish per specifications and frequency schedule	1% of carpeted area	100% Inspection	5%
Clean/Refill Restroom Dispensers	Accomplish per specifications and frequency schedule	3 defects	Random Sampling	7%

Clean Restroom Fixtures and Floors	Accomplish per specifications and frequency schedule	3 defects	Random Sampling	8%
Wash Restroom Walls and Doors	Accomplish per specifications and frequency schedule	3 defects	Random Sampling	5%
Glass Cleaning	Accomplish per specifications and frequency schedule	3 defects	Random Sampling	2%
Wash Windows	Accomplish per specifications and frequency schedule	None	100% Inspection	8%
Clean Refrigerators	Accomplish per specifications and frequency schedule	None	100% Inspection	3%
Clean Microwaves	Accomplish per specifications and frequency schedule	None	100% Inspection	3%
Clean Ovens/Ranges	Accomplish per specifications and frequency schedule	None	100% Inspection	2%
Clean Counters, Sinks and Fixtures	Accomplish per specifications and frequency schedule	2 defects	Random Sampling	4%
Clean Entrance Mats	Accomplish per specifications and frequency schedule	1 defect	Random Sampling	1%